

## APPENDIX B

### TASK DEFINITIONS

1. **Developmental Surveillance Tasks:** This category is used for awarded contracts, and includes product evaluations, process evaluations and activities (these events occur in various methods to include formal audits, Integrated Product Teams, etc.). Product Evaluations are the DCMC reviews of CDRLs or similar documents developed by the contractor. Process Evaluations are the DCMC reviews of the contractor's processes for developing a specific contract's products. Activities describe other tasks performed by DCMC during contract specific surveillance.

A. **Product Evaluations:** Includes, but not limited to , documents produced or delivered (e.g., CDRLs), related to cost, schedule, and technical requirements. The target document list for SPECS is:

System/Subsystem Specification (SSS) - The requirements to be met by the system or subsystem.

Software Requirements Specification (SRS) - The requirements to be met by a CSCI.

Interface Requirements Specification (IRS) - The requirements for one or more interfaces.

Software Quality Plan (SQP) - A plan for performing software quality assurance.

Software Development Plan (SDP) - A plan for performing the software development

Software Design Description (SDD) - The design of a CSCI.

Software Test Plan (STP) - A plan for conducting qualification testing.

Interface Design Description (IDD) - The design of one or more interfaces.

Software Test Description (STD) - Test cases/procedures for qualification testing.

Software Test Report (STR) - Test results of qualification testing.

Computer Programming Manual (CPM) - Instructions for programming a computer.

Software Transition Plan (STP) - A plan for transitioning to the support agency.

Software Product Specification (SPS) - The executable software, the source files, information, and documents to be used for deployment.

**If other than these DOD-STD-498 types of CDRLs are on contract, use the nearest equivalent.**

#### B. Process Evaluations:

i. **Planning:** Evaluation of the contractor's software and program management systems to ensure contractor's ability in managing contractual effort. Includes attention to Earned Value Management, project schedule, high level plans, resources, and training.

ii. **Risk Management:** Evaluation of the contractor's risk management system to assure risks are identified and controlled.

iii. **Requirements Management:** Evaluation of the contractors systems to ensure that requirements are identified, documented, are properly allocated and decomposed, testable, understandable, and implementable.

iv. **Design & code:** Assure that the contractor's engineering and design management systems are adequate and are functioning in compliance with approved policies and procedures to achieve successful contract completion.

v. **Test Readiness Evaluation:** Assure that the contractor's policies and procedures for test management are adequate to assure compliance to contract requirements. The system should be capable of identifying and correcting defects while assuring repeatability of tests.

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vi. **Software Configuration Management:** Evaluation of the contractor's configuration management system(s).

vii. **Software Corrective Action:** Evaluation of the contractor's corrective action system to ensure that it is capable of detecting and correcting defects promptly.

viii. **Software Quality Assurance:** Evaluation of the contractor's Quality System to ensure that procedures are in place, are adequate and are implemented for successful contract completion.

ix. **Software Subcontract Management:** Evaluation of the prime contractor's subcontract management system for its' ability to archive successful subcontract completion .

### C. Activities:

i. **Data Collection and Analysis:** Time spent collecting and analyzing data. This information should be used to monitor the health of the contractors software processes.

ii. **Process improvement:** Time spent issuing, documenting, and following up on CIOs. Does not include investigation time. Investigation time is captured under the product evaluation, process evaluation or activity performed that resulted in the CIO.

iii. **Contract Review and Planning:** Review of contract and associated documents to gain an understanding of the project, gathering input data and factor assessments for SPECS, periodically updating SPECS, determining contract requirements and developing the surveillance plan.

iv. **Review Participation:** Time spent preparing for, participating in, and following up on formal/informal reviews. This includes ad hoc meetings with the contractor and/or customer. Does not include document review time, process evaluations before review, or travel time.

v. **Corrective Action Follow-up:** Time spent issuing, documenting and following up on CARS. Investigation time is captured under the product evaluation, process evaluation or activity performed that resulted in the CAR.

vi. **CAO Team Participation:** Time spent coordinating contract specific activities with other CAO personnel (e.g. ACO, PI, QAR, etc.) and includes time spend generating and reporting information to customers outside of scheduled meeting.

vii. **Test Participation:** Time spent witnessing CSU, CSC, CSCI, FQT, and system level tests. Does not include review of test documentation.

viii. **Proposal Review/Eval (A):** Time spent performing evaluation of proposals for contracts already awarded.

NOTE: The Integrated Product Development Teams (IPDT) concept is a tool for performing software surveillance. Various tasks can be completed by participating in an IPDT. SPECS is concerned with what was covered in the meeting, not that a meeting was attended. Example: The evaluation of contractors planning and risk management system may be partially accomplished by attending an IPDT.

### 2. Non-developmental surveillance:

a. **Proposal Review/Eval (A):** Review Request for Proposal (RFP) for cost, schedule and technical parameters. This effort includes pre-award evaluation too. This differs from the previous category in that

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the contract is not yet awarded. Includes reviewing the contractor's proposal to assess adequacy of response to RFP, and Performing Technical Support to Negotiations (TSN), as required.

b. **Pre-award:** Surveillance conducted in pre-award environment, as well as precontract modification, offers and/or contractors. Review contractor performance, past and present, review contractor procedures, policy and management systems (e.g., pre-award survey participation). Review Contract Requirements Life-cycle Management Plan (CRLCMP) which emanates from the PMO. After Pre-award, all activities are logged against the applicable contract.

c. **SCE/Source Selection:** Participate in source selection activities.

d. **Staff assistance:** This includes providing specialized technical assistance to other personnel and commands as required, e.g., Mentoring, JSAV, PAR, SAR, etc., participation in HQ, DCMC and district level directed activities, and participation in JLC or other DOD level activities.

e. **Corporate processes:** This includes processes that impact more than one contract. Examples are reviews of contractor's systems other than those reviewed as part of proposal reviews, PROCAS Activity, participation in Software Engineering Process Group (SEPG), other contractor software working groups, or Capability Maturity Model (CMM) activities.

f. **Travel Time:** The time it takes to travel to and from TDY site.